



Hamidah Glasgow, Executive Director
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Landscapes 2018 Exhibition

Congratulations on being selected for the exhibition at The Center for Fine Art Photography! In order for our scheduled exhibitions to run smoothly please adhere to the following deadlines. The Center greatly appreciates your timely cooperation and we look forward to exhibiting your work.

THE ARTIST'S RESPONSIBILITIES

- Please complete and submit the **Exhibitor's Information Form** in its entirety, by the deadline listed on the next page of this document. Also complete the **Framing Order Form** by the deadline if needed. Both forms are easy to fill out and are submitted securely online. The link to all forms is in the welcome email and on the Online Gallery page below the image index.
- Update your **Center Account** with complete and accurate information. We use account information for the online web galleries. You are responsible for providing the correct and complete information in your account.
- Read and comply with the Center's **Exhibition Policies** stated in this document.
- **Meet ALL deadlines** for paperwork, file delivery, payments and deliveries on the next page.
- **Submit an Artist Statement**; you may download the guide from our web site to aid in your writing process. These can be uploaded to the Exhibitor Information Form.
- **Cost of printing**; if you print your work through the Center, this cost is due before exhibition opens.
- **Cost of framing** or mounting if ordered. Payment is taken online through a secure form, which must be submitted before your work will be shown.
- **Cost of repacking image(s)**; Please see repacking section below for details. Payment is made online through a secure form, which must be submitted before your work will be shipped. You may be charged up to \$15 for materials and services. Artists who use undamaged FedEx float boxes or Masterpak (clamshell) style boxes with custom padding will not be charged for materials or packing.
- **Cost of return shipping from the Center**. Artists are responsible for the shipping costs. (Not applicable for pickups and sold images. We do not mark up shipping.)



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IMPORTANT ARTIST PROCEDURES, DEADLINES & DATES	
Due by April 2, 2018	<p>1. The Exhibitor's Information Form is due on this date. Exhibitor information form is required for all exhibiting artists.</p> <p>2. Account Update Due Your C4FAP account information is used to link your website. Please update it by this date.</p> <p>3. Artist Statement Due by this date either by email or uploaded on the form.</p>
Due by April 13, 2018	<p>1. High Resolution Print Files: For images printed through the Center, the files are due to coordinator@c4fap.org. Please see Exhibition Print File Specs in the following instructions before sending files.</p> <p>2. Printing and Framing Form is due by this date. Print and/or Frame orders are not placed without a completed form. Our professional framer offers a Center discount and uses archival materials. See Print/Frame estimate sheet for details.</p>
Due By May 4, 2018	<p>1. Unframed Prints for Framing Due at The Center by this date.</p>
Due Before June 1, 2018 Final Shipping and Hand Delivery Deadline	<p>1. All Framed Prints Must be Received at the Center by this date. Please see the specific ship address for the delivery service you choose in the following instructions. All works must arrive before the deadline to be included.</p> <p>2. Payment for Printing and Framing is Due. You will be sent a link to a secure payment form, which must be submitted to complete payment.</p>
June 13, 2018	Exhibition opens to the public
Friday Evening June 22	Artist and Public Reception 6:00 – 8:00 pm. All artists, friends, family and the public are welcome.
Saturday Morning June 23	Morning Artist Portfolio Reviews
Saturday Afternoon June 23	Saturday Afternoon Artists Portfolio Share is from 2:00-5:00, and all artists are welcome; this is not a public event.
June 23, 2018	Exhibition Closes
July 14, 2018	<p>Work(s) are shipped from the Center or picked up by artist by this date.</p> <p>1. Payment for Packing and Shipping Due - You will be sent a link to a secure payment form, which must be submitted to complete payment and have work returned. See following instructions for more details.</p>



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LINK TO LANDSCAPES 2018 ARTIST INFORMATION, REQUIRED FORMS, VENUE INFORMATION AND MORE

https://www.c4fap.org/landscapes_2018_forms/

RECEPTION WEEKEND EVENTS AND PORTFOLIO REVIEW SCHEDULING

RECEPTION & VENUE INFO: The reception to celebrate the exhibition is from 6:00-8:00 on Friday evening at The Carnegie Center for Creativity. The reception is open to all artists, friends and family as well as the public. Admission is free for everyone. We serve light snacks, beer and wine.

FRIDAY NIGHT NO HOST DINNER: All artists and their guests are invited to join us at a no host dinner around 8:00 pm following the reception at a local restaurant. Details will be provided at the reception.

SATURDAY PORTFOLIO REVIEWS: On the Saturday morning following the Reception we offer 20 minute Portfolio Reviews for exhibiting. The reviews are one on one and scheduled in advance.

PORTFOLIO REVIEW SCHEDULING: Each Review is scheduled in advance. Review times need to be chosen with your travel schedules in mind. Please reserve, as far ahead of time as possible, reservations are on a first come, first served basis. Spaces are limited so please honor all reservations. Scheduling will close when all spots are taken. You will be contacted by email when scheduling opens.

To schedule a time once scheduling is announced, please contact Sunshine Divis at coordinator@c4fap.org. Schedule opening will be announced by email.

TYPES OF ACCEPTED PORTFOLIOS: Portfolios can be shown as traditional prints or digitally. Each portfolio review is customized to meet the artists experience level, artistic vision and the financial considerations of producing prints. The number of images varies by each artist. For questions regarding the portfolio review specifics please call Executive Director, Hamidah Glasgow at 970-224-1010 or email hamidah@c4fap.org.

SATURDAY PORTFOLIO SHARE: All exhibiting artists are invited to share their portfolios with each other and the Executive Director. Portfolio Share is from 2:00-5:00, all artists are welcome and no reservation is needed. This is not a public event.



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EXHIBITION ARTWORK DELIVERY AND PRODUCTION OPTIONS: Getting your work to The Center

- 1. You may choose to send your high-resolution image file for printing at our local print house. Please use wetransfer.com or Dropbox to send your high-resolution image file to coordinator@c4fap.org for printing.** Please specify the paper type and print size on the framing and printing form. See the exhibition print specs below for file requirements. You will be billed by email for the services. To obtain the Center discount for framing, billing needs to be done through the Center for Fine Art Photography. Having images printed and framed here will save initial shipping costs. Please email coordinator@c4fap.org with the final print size needed and frame style choice for an estimate of printing and framing costs. Paper options can be seen on the Printing & Framing Form and the Printing and Framing Estimate sheet.
- 2. Send your unframed print directly to C4FAP for framing by the deadline.** If you want the Center to have your work framed in Fort Collins, please complete the Framing Order Form, this will save initial framed shipping costs. Our trusted framer will professionally frame your images to your specifications using archival materials. Our framer also offers the Center exhibitors a discount. Please email coordinator@c4fap.org with the final print size and framing style description for an estimate of printing and/or framing cost or see the price chart on the Print and Framing Estimate Sheet. Our printing & framing form also describes framing options.
- 3. Send your well packed, professionally presented/framed, exhibition ready image to the Center before the deadline listed below.** For shipping questions, please contact coordinator@c4fap.org or call the center during business hours.
- 4. Hand-deliver your framed work to C4FAP no later than the deadline listed in the deadlines chart.** Your image can be delivered Monday from 10am to 6pm by appointment except on holidays. Please arrange for pickup of your work within two weeks of the closing date.

VENUES

The Center now has exhibitions in several different venues; your venue will depend on which exhibition you are in. All shipments should be sent to the Maple Street Office Address. We will contact you near the opening date with the address and information.



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Social Media

The Center creates social media promotions for chosen artists and for the exhibitions. We encourage you to participate and share any promotions to help promote your exhibition.

Facebook: <https://facebook.com/c4fap>

Twitter: @C4FAP

Instagram: @TheC4FAP

Organization Hashtag: #C4FAP

PRINTING YOUR EXHIBITION WORK IN FORT COLLINS

C4FAP works with a professional print house to provide artists with printing services in Fort Collins. Print prices can be found at the link at the top of page 2. Printing papers and options are selected on the printing and framing order form. The size of the print is up to the artist; all prints over 40 inches in length must be approved by C4FAP before exhibition, no minimum size. See print file Information below for naming and print file and specs before sending. Using our services can save initial shipping cost to the Center and eliminates the possibility of damage during initial shipping. The Center takes care of the pickup and delivery of the images to the exhibition from the printer and the framer. You will be securely billed by email for the printing services. Deadlines are listed on page 2.

IMAGE FILE SPECS FOR EXHIBITION PRINT PRODUCTION AT C4FAP

Print image files for images printed in Fort Collins should be the highest quality, largest file you have.

1. Image is RGB and in the Adobe RGB 1998, ProPhoto or Grayscale color space.
(Adobe Photoshop: go to Image/Mode)
2. Set your print width and height to your desired output size, at 300 pixels per inch.
(Adobe Photoshop: Image/Image Size)
3. File should not contain layers or alpha channels. (Adobe Photoshop: Layers/Flatten Layers)
4. File is saved in 8 bit as a .tiff or .psd with no compression. (Adobe Photoshop: File/Save As) do not send .jpg's unless that is your original capture file type.
5. Make sure your soft proof matched your set color space.
6. Name file as follows: **YourLastName_Exhibition.tiff** *For Example:*
Smith_BlackandWhite.tif. Please use **Wetransfer.com** or **Dropbox** to send image files to the coordinator@c4fap.org email. Please contact me with any questions or concerns.



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HAVING YOUR WORK FRAMED IN FORT COLLINS

The Center works with a local professional framer to provide artists with custom framing services in Fort Collins. Frame styles and options can be selected on the printing and framing form or they can match your custom frame style with a style number. You may send prints for framing, or have the work printed and framed in Fort Collins. The link to the printing and/or framing order form is at the top of page two. All frames are custom cut to your artwork, ensuring even margins; no artwork will ever be cropped or resized. The size of the framed print is up to the artist; all framed prints anticipated to be over 40 inches in length must be approved by C4FAP before exhibition and may require a custom box for shipping. You will be securely billed by email for the framing services.

LOW COST PRESENTATION OPTIONS

We offer low cost presentation options for those who need it. The presentation must be reserved and size coordinated ahead of time. Please email coordinator@c4fap.org for more information and to coordinate size.

ARTWORK SIZE CONSIDERATIONS

We show works of very small to very large sizes without a preference. There is no size minimum or maximum. Works over 40 inches must be pre-approved with the Center. Large images produced by the Center may require a custom box and boxes over 42 inches may require a freight shipment with increased costs. Images that were captured with a smaller file size should be printed smaller and not be made larger in Photoshop, it creates blurred and undetailed prints. Prints with this effect may be denied exhibition. Production and shipment costs always increase with image size.

QUALITY OF ARTWORK

The Center reserves the right to disqualify received work that does not meet the following requirements: If the printed image is of poor quality due to oversizing small files or any other issue that causes bad prints (i.e. bad post production, over-sharpening or printer defects), if the image has been noticeably altered from that submitted for jurying, or if the matting or framing is unprofessional, damaged or of poor quality.

SIGNING YOUR ARTWORK

If you wish to sign your work, please sign it in pencil on the back or the front, making sure to not press hard enough to damage the print. Do not sign your mat. Do not sign your artwork in anything other than pencil or black ink. Never sign a print in marker or colorful ink. If signed on the back it is good practice to include the title of the image and the date.



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FRAMING REQUIREMENTS

All exhibited images must be professionally printed and professionally framed or presented. All frames must be undamaged. The Center recognizes that some framing is non-traditional an integral part of the presentation of the work. **All images must be ready to hang and include wire installed on the frame.** Neutral, black or white, or natural wood (not barn wood) frames only. All exceptions must be approved ahead of time, please call with any questions. **Please no colorful mats, colorful frames, barn wood, color or metallic frame accents.** Frames or glazing that are damaged or have extensive scratches and wear will not be exhibited unless repairs can be made at the artist's expense before exhibition. If you have any questions about your framing, please contact the Center before shipping your work.

HANGING HARDWARE REQUIREMENTS

If you are sending us a framed image, please be sure it is wired and has all necessary hanging hardware included in the shipment. If you are using a cleat, it needs to be pre-drilled. All wires need to be securely attached. Please do not use sawtooth hangers. In the event that your work arrives unwired or without a cleat, we will charge you \$5.00 to \$10.00 to wire it (depending on the framed size) [Here is a quick tutorial](#), skip to 2 mins and 40 seconds for the wire knot instructions. The whole video does offer proper advice.

UNPROTECTED SURFACES IN EXHIBITION

Due to the extremely delicate nature of photography, the Center cannot ensure the safety of or insure works presented without glazing or using magnets or print hangers for presentation. To protect your work, please consider using a presentation that has glazing. We do not recommend that unique (1/1) works ever be shown without glazing or a barrier.

SAFE PACKING OF UNFRAMED PRINTS

Unframed Images: Damaged prints must be replaced before exhibition, protect them instead of replacing them! When mailing prints it is safer to flat mail them with proper packing. Always protect the print surface with print tissue or glassine, and secure it to the flat surface. Use at least two layers of foam core or stronger material on each side (a total of four layers) to prevent bending. Using only cardboard or marking do not bend does not sufficiently protect your print! Photo paper boxes also make great shipping containers. Your local printer or framer will be able to help if you wish to purchase professional print packing boxes or print tissue paper. FedEx has an easy float system print box that can be purchased as well and reused during return shipping for your framed work if large enough.



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FRAMED SHIPMENTS TO C4FAP

*Shipping Address for FedEx or UPS

321 Maple Street, Ring Bell at South Door, Fort Collins, CO, 80521

*Shipping Address for United States Postal Service

PO Box 1010, Fort Collins, CO, 80522

*Drop-offs by appointment only, call 970-221-1010 to schedule.

Artists who send a Masterpak (clamshell) style box with custom padding or a FedEx Float box will not be charged a materials or packing fee for return shipping. (Image of recommended box types on last page) You can also send your **framed images** in a **heavy-duty double walled** cardboard or crate container with at least 2 inches of impact resistant packing on each side of the frame. Go easy on the tape inside your box; we cannot reuse overly taped packing materials. Pay close attention to protecting the corners of the frame. Use only standard shipping materials, such as large bubble wrap. A few layers of large size bubble wrap around the print will provide good protection. After packing, shake your box. Your framed image should not shift within the box. The artist/shipper must handle any shipment damage claims. If your work is damaged, images will be sent of the damage and packing materials will be saved. Any pieces received with major damage must be repaired before the exhibition to be included.

REPACKING INFORMATION

Artists who send a Masterpak (clamshell) style box with custom padding or a FedEx Float box will not be charged for a materials or packing fee for return shipping. (Image of recommended box types on last page) If your work is not sold or destroyed it will be professionally packed then returned to the address provided on the exhibitor information form. You may be responsible for packing charges (\$15 maximum rate for material fees and professional packing service provider) in addition to your shipping charges (varies by size and weight). Images produced here that are over 36 inches may be subject to custom box charges. Work is considered abandoned after 30 days. Donations of work are not accepted at this time. The Center will reuse undamaged boxes whenever possible. The Center will not re-use damaged or insufficient boxes to return works. Interior packing materials will be reused when possible.



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RETURN SHIPMENT PROCESSING

- The Center will process the packed images and ship work(s) to address on the exhibitor information form after the show if not sold or destroyed.
- It is the artist's responsibility to pay the shipping charges and any applicable packing materials fees as soon as they receive the secured billing email, about one week after exhibition.
- The Center will ship with UPS or FedEx. Only international shipments may use USPS.
- Pre-paid shipping labels with a barcode are accepted from UPS and FedEx by email or mail. Do not send any shipping labels, checks or paperwork in with your framed image
- We will not accept stamps as shipping payment.
- Boxes over 42 inches long are subject to higher freight shipping and packing costs.
- It is the artist's responsibility to research the shipping terms and conditions of any shipping company that they select to ship with. We recommend insuring your image for the replacement value of your image; your insurance amount for returns can be specified on the Exhibitors Information Form. Damage claims for shipments can only be processed if all packing materials and box are retained by the receiver for inspection by the shipping company. The Center is not responsible for shipping damage.

ABANDONED WORK

If your work remains unspoken for at C4FAP without communication for more than 30 days after your exhibition closes, it is considered abandoned and becomes the property of C4FAP. Your work may be destroyed at that time. We prefer that you stay in touch and let us know how we can be of service to get your work returned to you, a friend, or a representative. Shipping delays for those travelling can be arranged.

NEW* DONATIONS AND ABANDONED IMAGES

We are not accepting image donations at this time. All images left unclaimed after 30 days are considered abandoned and may be destroyed. Shipping extensions can be arranged if needed.

USE RIGHTS

Each artist retains all copyrights to their own images. Only artists whose submissions are chosen for the exhibition grant The Center for Fine Art Photography the right to use their images for the purpose of promoting the artist, promoting exhibition, promoting the Center's programs and for display on the Center's website of current and past exhibitions. Images may also be placed on our social media for promotion of the exhibition and for artist



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promotion and features. Artists grant the use of their image(s) as stated without further contact or compensation from the Center. Artist's recognition is provided with any use. These uses allow the Center to promote artists and their work.

SALE OF ARTWORK & PRICING

The Center encourages sales during the exhibition the artist receives a **70% commission on all works sold (unframed prints included)**. Your pricing on the exhibitor form should include consideration for this commission. If a print is sold it will be ordered from the artist at the time of sale. Print only prices need to include the price of shipping the print to the center or buyer after the sale. Artists will always choose the price for their own work. Please do not overvalue the frame in framed price vs. the print price. It is generally best to charge for the frame at cost.

QUESTIONS?

Please call or email us with any questions about shipping, printing, framing, pricing or any other topics that may arise while preparing for exhibition.

Center Office Hours: Monday-Friday 10-6
Venue Gallery Hours Vary by Gallery

Recommended Box Styles for shipments



FedEx Float style Boxes



Clamshell Style Boxes